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September 16, 2011

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H. *JE Fielding ms*
Director and Health Officer

SUBJECT: **PUBLIC HEALTH TEMPORARY EVENT PERMIT PROCESS**

On August 30, 2011, the Board adopted a motion by Supervisor Antonovich instructing the Department of Public Health (DPH) to address industry concerns regarding permit requirements for temporary food facilities. Specifically, the Board instructed DPH to report back on new criteria and procedures that will be put into place to streamline and simplify the permitting process; a schedule for the expedited implementation of the new process; and steps that will be taken to educate field staff on the changes to the policy to ensure they are applied consistently across the County.

Previous to the passage of the motion, DPH Environmental Health (EH) met with local chambers of commerce within the San Gabriel Valley to discuss concerns related to temporary/community events, including permit requirements. In order to clarify and streamline the permit process, DPH EH reviewed existing policy on temporary events, and in collaboration with the chambers of commerce, made modifications.

As a result of these discussions, DPH EH developed the attached one-page handout entitled, "*Guidelines on Exemptions for Community Events*," designed for charitable and professional non-profit organizations. The purpose of the handout is to clarify which temporary/community events are exempt from County permit fees and/or the California Retail Food Code (Cal Code). The handout has been disseminated to industry groups, including chambers of commerce. It is also available to members of the public in DPH EH local district offices and is posted on the DPH EH website, www.publichealth.lacounty.gov/eh.

An additional change is being made to simplify the process of certifying that an event sponsor or food booth operator meets the criteria for exemption. Effective October 17, 2011, an applicant will be able to download a certification form from the EH website, and fax it to the DPH Community Event Coordinator. DPH will contact the applicant within 10 days to acknowledge receipt of the certification form.

In addition to the handout, DPH EH is also creating an informational guide to provide event sponsors and food booth operators information regarding the permit/application process and the State standards to ensure public health and safety. The guide is expected to be completed by mid-October and will be made available in EH local district offices and posted on the DPH EH website.

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DPH EH has provided all staff involved in the issuance of permits and inspection of temporary/ community events with copies of the community events handout and will distribute the forthcoming guide. In order to ensure that the policy and procedures are applied consistently throughout the County, DPH EH staff have received training on implementation of the changes and further training is scheduled to take place in October 2011.

If you have any questions or would like additional information, please let me know.

JEF:ajb
PH:1108:004

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Department of Public Health Policy on Exemptions for Community Events

The following exemptions exist for sponsors and food booths that operate at community events. If you believe you qualify for an exemption from County permit fees and/or the California Retail Food Code (Cal Code), contact the Bureau of District Surveillance and Enforcement at (626) 430-5200, or go to www.publichealth.lacounty.gov/eh to locate the phone number of the local district office near you.

	Exemption Categories	Fee Exempt	Cal Code Exempt
Sponsor	Category S-1: Sponsor is a charitable non-profit organization ¹ and: <ul style="list-style-type: none"> the event is open to the public; or the event operates greater than 3 days in a 90 day period. A permit to operate is required, but the fee is exempt.	√ ²	
	Category S-2: Sponsor is a charitable <u>or</u> professional non-profit organization ³ , and: <ul style="list-style-type: none"> the event is open to the public; food vendors are "for-profit" entities which donate all proceeds to the sponsor; and the event operates 3 days or less in a 90 day period. A permit to operate is not required.	√	√
	Category S-3: Sponsor is a charitable <u>or</u> professional non-profit organization, and: <ul style="list-style-type: none"> the event operates 3 days or less in a 90 day period; and the event is <u>not</u> open to the public (members and guests only). A permit to operate is not required.	√	√
Food Booth	Category FB-1: Food booth is operated by a charitable non-profit organization. A permit to operate is required, but the fee is exempt.	√ ²	
	Category FB-2: Food booth is operated by a "for-profit" entity, and: <ul style="list-style-type: none"> all proceeds are donated to the sponsor, which is a charitable or professional non-profit organization; and the event operates 3 days or less in a 90 day period. A permit to operate is not required.	√	√
	Category FB-3: Food booth is operated by a charitable <u>or</u> professional non-profit organization, and: <ul style="list-style-type: none"> the event operates 3 days or less in a 90 day period; and the event is <u>not</u> open to the public (members and guests only). A permit to operate is not required.	√	√

¹ A "charitable non-profit organization" is an organization that complies with United States Code (USC), Title 26, Internal Revenue Code, Section 501(c)(3), and is organized for charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and preventing cruelty to children or animals.

² This exemption is granted by the Department due to an inequity in Cal-Code that exempts "for-profit" entities if they donate proceeds to a non-profit organization, but does not exempt non-profit entities performing fund raising activities.

³ A "professional non-profit organization" is an organization that complies with USC, Title 26, Internal Revenue Code, Section 501(c)(6), and includes business leagues, chambers of commerce, real estate boards, boards of trade, and professional football leagues, which are not organized for profit.

09/07/2011

